



CHAPTER 2	SECTION NO.
College Personnel – Administrators	2.01
REFERENCE	<i>Adopted: October 12, 2010</i>
2.01.02 Administrator Assignments	<i>Reviewed: September 14, 2010; June 6, 2017; April 11, 2023</i>
	<i>Revised: June 6, 2017, April 11, 2023</i>

Administrative employees shall normally be scheduled to work a twelve-month work year extending from July 1 through the following June 30 or from the date of employment through the following June 30. A shorter or longer assignment may be recommended by the President. All full-time and part-time administrative assignments must receive approval from the Board of Trustees.

Evaluation: Each administrator shall receive a written performance evaluation by their supervisor. Such evaluation shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon performance objectives and the overall objectives of the College. The performance evaluation will, at a minimum, be completed annually for one-year assignments and biennially (in year two of the contract) for two-year contracts. Reviews may be scheduled more frequently at supervisor’s discretion. Goal setting and review will occur annually.

Extension/Renewal: Assignment or reassignment of administrative personnel, including the duties to be performed, the responsibilities assigned and the work to be accomplished, will be at the exclusive discretion of the College President. All administrative staff assignment renewals must receive approval from the Board of Trustees in the normal course of assignment approvals. In the event that an administrative employee is not to be offered a subsequent one-year or two-year assignment renewal, they shall be so notified by the President or designee, by registered mail on or before April 30th preceding the end of the current fiscal year.

Contract Termination During Term: Anything in the foregoing notwithstanding, the employment of any administrator may be terminated prior to the end of the term of the contract under which the individual is employed, under the following circumstances:

- 1) By mutual agreement of the parties.
- 2) For reasons of permanent disability or incapacity, which renders the Administrator employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician.
- 3) For cause, including, but not limited to, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College’s ethical or conduct standards; or any other conduct, act, or failure to act by the Administrator employee that is detrimental to the best interests of the College.

Expectation of Employment: No administrator to whom this policy is applicable shall have any expectation of employment beyond the term of the current contract, in the absence of specific formal action by the Board of Trustees in open session, granting an additional term of employment.

If an administrator resigns their position, the administrator is expected to notify the President at least 30 days prior to their final workday.

This policy shall apply to all administrators except for the President. The President shall have a separate contract with the College.